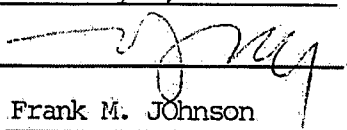



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M255
Agency TOWN OF MOUNT AIRY		Division/Unit FINANCE
Item No.	Description	Retention
1	General Correspondence Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to financial administration.	Screen annually and destroy the material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development and accomplishments of the office. Transfer periodically to the Maryland State Archives.
2	General Ledgers	Permanent. Transfer periodically to the State Archives.
3	Audit Reports	Permanent. Transfer periodically to the State Archives.
4	Cash Receipts	Retain for three years or until audited, then destroy.
5	Permit Receipts	Retain for three years or until audited, then destroy.
6	Paid Bonds and General Obligation Notes	Retain for three years or until audited, then destroy
Schedule Approved by Department, Agency, or Division Representative. Date <u>February 4, 2008</u> Signature <u></u> Typed Name <u>Frank M. Johnson</u> Title <u>Mayor, Town of Mount Airy</u>		Schedule Authorized by State Archivist Date <u>2 Jun 09</u> Signature <u></u>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M255 <hr/> Page 2 of 3
Agency TOWN OF MOUNT AIRY		Division/Unit FINANCE
Item No.	Description	Retention
7	Paid Bills and Invoices	Retain for three years or until audited, then destroy.
8	Bank/Check Registers	Retain for three years or until audited, then destroy.
9	Payroll Registers	Retain for seven years or until audited, then destroy.
10	Bank Books, Statements and Deposit Receipts	Retain for three years or until audited, then destroy.
11	Employee Taxes and W-2s	Retain for seven years or until audited, then destroy.
12	Cancelled Checks	Retain for three years or until audited, then destroy.
13	Time Sheets/Cards	Retain for three years or until audited, then destroy.
14	Annual Budgets	Retain for three years or until audited, then destroy.
15	Monthly Financial Reports	Retain for three years or until audited, then destroy.
16	Checkbook Reconciliations	Retain for three years or until audited, then destroy.
17	Voided Checks	Retain for three years or until audited, then destroy.
18	State Revenue Receipts	Retain for three years or until audited, then destroy.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. M255

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Agency
TOWN OF MOUNT AIRY

Division/Unit
FINANCE

Item No.	Description	Retention
19	County Revenue Receipts	Retain for three years or until audited, then destroy.
20	Miscellaneous Revenue Receipts	Retain for three years or until audited, then destroy.
21	Recreation Permits/Receipts	Retain for three years or until audited, then destroy.
22	Accounting Program Reports	Retain for three years or until audited, then destroy.
23	Real Estate Tax Records	Retain for ten years, then destroy.
24	Personal Property, Ordinary Business, and Railroad and Public Utility Tax Records	Retain for ten years, then destroy.